

Temporary Food Vendor Instructions

Environmental Health Division

Hartford Health Department

Hours: 8:30-4:30, Monday through Friday, 860-543-8815

This page will provide you with information to properly secure a license for temporary food vendors for events such as fairs, festivals, etc. It also includes some handy requirements and checklists for preparing your temporary food booth.

To get the application for a temporary food license, [click here](#). You can print this form and fill it out, and then it has to be filed with the City of Hartford's Department of Licenses and Inspections.

It is the policy of the Hartford Health Department to approve for temporary food vending only those vendors who meet the following requirements:

- Approved hand-washing facilities: approved sink, hand soap and water supply for that purpose.
- All hot food must be held in electric or gas powered devices designed expressly for the purpose of holding hot foods at or above 140 degrees Fahrenheit. **The use of Sterno-type holding devices is NOT APPROVED.**
- All cold food holding devices must provide adequate cooling for all foods to be maintained at or below 45 degrees Fahrenheit.
- Cold food holding devices shall not be overfilled so as to prevent proper air circulation.
- All shellfish handlers must have documentation of the source of the shellfish stock.
- Adequate provisions must be maintained for the proper washing and sanitation of food preparation utensils.

These requirements will be strictly enforced. Any vendor in violation will either lose his/her vending permit, or foods found to be at improper temperatures will be destroyed.

THE FOLLOWING CHECKLIST WILL PROVIDE YOU WITH A GENERAL LISTING OF ITEMS YOU MAY NEED FOR YOUR TEMPORARY FOOD BOOTH OPERATIONS:

<input type="checkbox"/>	Metal probe thermometer (0-220 degree range)
<input type="checkbox"/>	Prep coolers and ice or ice packs
<input type="checkbox"/>	Cutting boards
<input type="checkbox"/>	Plastic wrap
<input type="checkbox"/>	Hand wash station with liquid soap and paper towels
<input type="checkbox"/>	Extra utensils--tongs, spatulas, spoons, etc.
<input type="checkbox"/>	Potable water supply (hot and cold)
<input type="checkbox"/>	Utensil washing containers
<input type="checkbox"/>	Bleach for sanitizing
<input type="checkbox"/>	Wastewater disposal
<input type="checkbox"/>	Grease disposal
<input type="checkbox"/>	Garbage containers and plastic bags
<input type="checkbox"/>	Aprons
<input type="checkbox"/>	Hair restraints
<input type="checkbox"/>	Shelves or crates for off the ground dry food storage
<input type="checkbox"/>	Lights
<input type="checkbox"/>	No smoking signs
<input type="checkbox"/>	Toilets with hand wash stations
<input type="checkbox"/>	Log book

THE FOLLOWING ARE THE REQUIREMENTS FOR OUTSIDE FESTIVALS AND BAZAARS SET BY THE HARTFORD FIRE MARSHAL. THESE MAY NOT ALL PERTAIN TO YOU, SO PLEASE CALL THE HARTFORD FIRE DEPARTMENT AT 860-722-8200 FOR CLARIFICATION:

- A detailed plan, drawn to scale of the area being used, showing location of booths, platforms, stages, etc. is to be submitted to the Fire Marshal's office three (3) weeks prior to the event.
- Adequate fire lanes will be provided and maintained for easy access and use by emergency vehicles, i.e. fire and police vehicles, and ambulances.
- All fire hydrants shall be kept free, clear, and unobstructed.
- All tents, canvas-type booths, and/or coverings shall be fire retardant and be accompanied by a certificate stating such.
- Tall weeds and grass will be cleared from lot areas being used to a distance of thirty (30) feet beyond the area being used.
- In all booths cooking with stoves, ovens, deep fat fryers, etc. fueled by L.P. gas shall be of a type carrying a recognized testing laboratory seal of approval, and shall have its tank or tanks secured by means sufficient to keep tank(s) in position of use and prevent the tank(s) from being knocked over.
- Booths that are using propane are limited to one (1) 100-pound cylinder or five (5) 20-pound cylinders per participant. If there is a need for more, you must contract with a certified licensed gas dealer to install an approved manifold and written proof must be submitted to the Fire Marshal's Offices one (1) month prior to the event.
- Charcoal grills used for cooking shall be allowed only if the grill is enclosed by a perimeter wall with no fabric sides or top, which provides for the protection of the public from burns and danger of knock-overs.
- Portable extinguisher(s) of at least 10 pounds ABC shall be positioned in each booth where cooking is taking place.
- Fire protection shall be provided by the promoter in numbers of personnel and type of equipment deemed necessary by the Fire Marshal.